



Department of Public Works | 860.584.6125

MEMORANDUM

DATE: February 12, 2020

TO: Mayor Ellen Zoppo-Sassu, Chairperson Board of Public Works

FROM: Raymond A. Rogozinski, P.E., Director of Public Works

RE: Department of Public Works - Budget FY2020-21

The Department of Public Works submits the attached FY2020-21 budget for review and approval. The budget indicates increases in regular wages and overtime wages associated with employee labor contracts, however the budget includes no new positions within the Department.

The proposed DPW Solid Waste Disposal fund includes a budget increase associated with recycling processing fees due to a reduction in recycling commodity prices and Covanta contract cost increases for solid waste disposal. In addition, the budget includes requests for several capital items including transfer station hang tags, solid waste barrels, funding to implement Asset Management software, procurement of engineering services to renew the landfill closure permit and to provide compliance with ADA roadway requirements.

A summary of the proposed budgets indicated below:

- A. Department of Public Works Proposed 2019-20 General Fund Budget.
 - 1. Administration (0013010): Summary
 - i. Regular Wages Salary Increase – Labor Contract adjustment.
 - ii. Overtime Wages Increase – Labor contract adjustment and staff recording secretary attendance at additional meetings. The current budget request reflects a reduction in the line item that was made after the BPW's 1/30/20 meeting.
 - iii. Other Wages Increase – Director vacation buy back.
 - iv. Professional Fees Increase – Department Tablet Wi-Fi fees
 - v. Travel Reimbursement Increase – Director attendance at APWA National Conference.
 - vi. Conference Membership decrease – Substitute Department APWA membership with Individual memberships.
 - vii. Capital Outlay – Funding request to implement Asset Management software and scan & manage DPW file records
 - 2. Engineering (0013011): Summary
 - i. Regular Wages/Salaries Increase – Labor contract adjustment
 - ii. Overtime wages Increase – Labor contract adjustment
 - iii. Capital Outlay – Funding request for large format engineering copier

3. Land Use (0013012): Summary
 - i. Regular Wages Increase – labor contract adjustment
 - ii. Overtime Wages Increase – labor contract adjustment
 - iii. Conference & Membership Increase – Additional AICP membership fees.
4. Building Maintenance(0013013): Summary
 - i. Regular Wages Increase-labor contract adjustments
 - ii. Overtime Wage Increases – Labor contract adjustment and adjustment to Division overtime levels.
 - iii. Professional Fee increase – additional environmental and air quality monitoring.
 - iv. Natural Gas - The current budget request reflects a reduction in the line item that was made after the BPW's 1/30/20 meeting to reflect a reduction in natural gas.
 - v. Maintenance Supplies - The current budget request reflects an increase in the line item that was made after the BPW's 1/30/20 meeting to reflect the proposed installation of hand sanitizer stations throughout City Hall and Police Complex.
 - vi. Capital Outlay – Purchase new (additional) floor cleaning machine.
5. Streets(0013015): Summary
 - i. Regular Wages Increase – labor contract adjustment
 - ii. Overtime Wages – Labor contract adjustments and adjustment to Division overtime levels.
 - iii. Other wages Decrease – Labor contract adjustments (reduction in code upgrades)
 - iv. Program supplies increase – funding to purchase construction storm drainage materials.
 - v. Capital Outlay - The current budget request reflects a reduction in the line item that was made after the BPW's 1/30/20 meeting to reflect the elimination of a request to implement a tree replacement program.
6. Solid Waste(0013016): Summary
 - i. Regular Wages Increase – Labor contract adjustment and transfer of 0.5 laborer position from the Transfer Station to the Solid Waste division.
 - ii. Overtime Wages Increase - Labor contract adjustment & increase in employee (transfer from Transfer Station) 0.5.
 - iii. Hazardous Waste Collection – Increase vendor fee for HHW event.
 - iv. Conference and Membership increase – additional Recycling Association membership to monitor recycling commodities prices.
 - v. Capital Outlay – Purchase of solid waste barrels and funding for Route Smart Pilot Program.
7. Fleet Maintenance(0013017): Summary
 - i. Regular Wages Increase – Labor contract adjustment.
 - ii. Overtime Wages Increase – labor contract adjustment.
 - iii. Heating Oil Decrease – Reduction in heating oil – transfer from City Hall facilities.
 - iv. Capital Outlay – Installation of central grease gun system at DPW garage.
8. Snow Removal(0013018): Summary
 - i. Snow Overtime Increase – Labor contract adjustment.
 - ii. Snow Plowing fees increase – increase in vendor cost.
 - iii. Program Supplies Increase – cost increase of salt and magnesium.
 - iv. Capital Outlay – Purchase of additional truck plow (spare).
9. Major Road Maintenance(0013019): Summary
 - i. Maintain 2019-20 funding level. Funding anticipates City receipt of State grant in the amount of \$2,400,000.
10. Railroad Maintenance(0013020): Summary
 - i. Maintain 2019-20 funding level.
 - ii. Capital Outlay - The current budget request reflects a reduction in the line item that was made after the BPW's 1/30/20 meeting to eliminate the request to perform a field survey of the rail road.

11. Other City Buildings(0013020): Summary
 - i. Maintenance Supplies & Materials Increase – Projected increase in facility maintenance supplies.
12. Line Painting(0013027): Summary
 - i. Overtime wages increase – additional use of Police Traffic Division personnel to install hand/ non long line pavement markings.
13. Street Lighting(0013040):Summary
 - i. Maintain 2019-20 funding level.

Based on the referenced adjustments to the DPW Operating budgets the following motion is recommended for the 2020-21 Public Works Department Operating Budget.

I move that the Board of Public Works forward the 2020-2021 Public Works Department Operating Budget proposal in the amount of \$12,905,575.00 as presented to the Board of Finance for consideration. The Board of Public Works authorizes the Director of Public Works to make minor corrections/adjustments to the budget requests subject to the approval of the Mayor.

The proposed budget of \$12,905,575.00 request represents 7.60 percent increase over the 2019-20 approved budget of \$11,924,830.00.

- B. Department of Public Works Proposed 2020-21 Solid Waste Disposal Fund
 - i. Solid Waste Disposal Permit revenue – increase in private hauler permits.
 - ii. Recycling Receipts – Increase to cover the Town of Wolcott recycling process fee (charged to Wolcott).
 - iii. Disposal fee (Recycling processing) fee- increase due to decrease in commodity prices and Covanta contract cost increase for solid waste disposal.

The recommended motion for the DPW 2020-21 Solid Waste Disposal Fund is provided below:

I move that the Board of Public Works forward the 2020-21 Solid Waste Disposal Fund proposed budget in the amount of \$1,516,206.00 as presented to the Board of Finance for consideration. The Board of Public Works authorizes the Director of Public Works to make minor corrections/adjustments to the budget requests subject to the approval of the Mayor.

The proposed budget of \$1,516,206.00 request represents 2 percent increase over the 2019-20 approved budget of \$1,483,850.00.

- C. Department of Public Works Proposed 2020-21 Transfer Station Special Revenue Fund:
 - i. Interest Income decrease
 - ii. Recycling rebate increase in revenue – Simple recycling fund increase
 - iii. Regular Wage increase – Labor contract adjustment and decrease in 0.5 laborer position (transferred to Solid Waste Division).
 - iv. Repair and maintenance reduction
 - v. Program supplies reduction
 - vi. Capital Outlay – Transfer station hanging tags and funding of engineering services to renew landfill closure permit.

The recommended motion for the DPW 2020-21 Transfer Station Special Revenue Fund is provided below:

I move that the Board of Public Works forward the 2020-21 Transfer Station Special Revenue Fund proposed budget in the amount of \$764,645.00 as presented to the Board of Finance for consideration. The Board of Public Works authorizes the Director of Public Works to make minor corrections/adjustments to the budget requests subject to the approval of the Mayor.

The proposed budget of \$764,645.00 request represents 7.67 percent increase over the 2019-20 approved budget of \$705,985.00.

D. Department of Public Works Proposed 2020-21 Capital Improvement Projects.

I move that the Board of Public Works forward the 2020-21 Capital Improvement Projects proposed budget in the amount of \$1,083,000.00 as presented to the Board of Finance for consideration. The Board of Public Works authorizes the Director of Public Works to make minor corrections/adjustments to the budget requests subject to the approval of the Mayor.

The proposed budget of \$1,083,000.00 request represents a decrease over the 2019-20 approved budget of \$3, 4473,970.00.

Please feel free to contact me with any questions or concerns at 860-584-6113.